



LATERAL ENTRY POLICE OFFICER APPLICATION INFORMATION



Applications are accepted on an ongoing basis so apply now to join our team!

The City of Woodstock Police Department accepts applications for employment and promotes its employees without regard to perceived or actual race, color, religion, sex, national origin, sexual orientation, gender, age, marital status, military status, order of protection status, physical or mental handicap unrelated to ability to perform the essential job functions or any other status or class protected by federal, state or local law. The Woodstock Police Department bases its hiring practices and promotions on merit, experience, education and other qualifications applied to all applicants and in accordance with the principles of equal employment opportunity and as required by any other applicable federal, state or local law. The Woodstock Police Department complies with the American with Disabilities Act (ADA). Persons needing accommodations in the recruitment process should notify the City of Woodstock Human Resources Department in advance.

All information contained in or connected with the City of Woodstock's online application will be considered personal and confidential and used only in conjunction with your possible employment with the Woodstock Police Department. Please furnish us with complete information, including attachments requested, as outlined in this online application.

When completing the online application, please allow yourself ample time to read every question carefully and answer each question accurately. An applicant may be disqualified from further processing if he/she intentionally makes a false statement of a material fact, practices or attempts to practice any deception or fraud in his/her applications or examination of appointment. Any misrepresentation and/or false statements within your application, whether actual or by omission, may disqualify you for consideration of employment with the Woodstock Police Department and/or will be considered sufficient cause for dismissal if discovered after you are employed.

COMPLETION OF THE ONLINE APPLICATION IS A PART OF THE EXAMINATION PROCESS AND MUST BE COMPLETED IN ITS ENTIRETY and ALL REQUIRED DOCUMENTS MUST BE ATTACHED UPON SUBMISSION.

**** Please see the Minimum Requirements and Qualifications as outlined on the next page ****
You cannot be considered for the position unless you meet these requirements.

Any questions concerning the employment process should be directed to the Human Resources Department, City of Woodstock, 121 W. Calhoun Street, Woodstock IL 60098, (815) 338-1172.

Minimum Requirements and Qualifications:

Applicants for lateral appointment to the position of Police Officer must meet the following minimum qualifications and requirements at the time of application:

- State of Illinois certification by the Illinois Law Enforcement Training and Standards Board with no more than forty (40) hours of training required by that Board for recertification, if necessary. Certification by the state of employment outside Illinois will also be accepted provided the certification will be accepted and recognized by the Illinois Law Enforcement Training and Standards Board with no more than forty (40) hours of training required by that Board for recertification, if necessary. (Part-time certification as a law enforcement officer does not meet this requirement.)
- United States citizen or Naturalized citizen (lawful permanent resident too? It's on Huntley's app)
- At least 21 years old
- Education - High school education or equivalent
- Experience – at least 2 years' experience as a full time sworn, certified law enforcement officer with a municipal or state police department within the last 3 years preceding date of application.
 - *Candidates with less than 2 years' experience may be considered if the candidate has completed 60 hours of college credit or has 2 years active duty military experience in addition to full time sworn certified law enforcement officer experience.*
- Possess substantially equivalent skills and abilities of a City of Woodstock Police Officer who has completed the probationary period, as determined by the City.
- Be in good standing and/or not under investigation in the agency within which the applicant serves or laid off due to budgetary constraints.
- Valid Driver's License
- Must agree to comply with all requirements of the position and have the ability to pass all examination and training requirements
- All Police employees must establish residency within the Residency Requirement area upon completion of an eighteen (18) month probationary period following the date of hire and remain residents within the Residency Requirement area as a condition of continued employment. This residency requirement area is from Interstate 39 on the west, to Interstate 88 on the south, to Interstate 94/294 to the east and Wisconsin State Road 50/Interstate 43 in Wisconsin to the north.
- To be furnished at the time of application as requested or required, a copy of the following: a resume, driver's license, professional licenses, training certificates, documents confirming work experience, high school diploma or GED certificate, transcripts of higher learning, naval or military service board and discharge papers (DD-214), employee evaluations and any other employment related material.

Lateral Entry Candidate Screening and Application Period

- Applications will be accepted on an ongoing basis.
- There is no guarantee of an interview or further consideration for candidates applying. Inclusion in any lateral entry candidate screening process shall be based upon the relative excellence of the candidates reflecting qualifications above the stated minimum qualifications and the hiring needs of the Department at the time of review.

Selection Process

- An offer of employment is contingent on passing all required screenings and examinations.
- Applications will be reviewed to identify applicants having the requisite knowledge, skills, abilities or level of experience needed to address special or unique circumstances within the Police Department.
- Oral examinations will be conducted, **for select candidates only**, by the Chief and command staff, a representative from the City Manager's Office or designee and/or any other Police Department personnel designated by the Chief.
- Upon recommendation by the interview committee, qualified candidates may receive a conditional offer of employment and participate in additional post-offer screenings and examinations including but not limited to: polygraph examination; psychological evaluation; character and background investigation and credit check; medical examinations and drug screening. Candidates must receive a satisfactory evaluation or recommendation on each screening or examination in order to proceed in

the selection process. Failure to achieve a satisfactory evaluation on any screening or examination shall result in immediate disqualification from further consideration.

- Newly hired Lateral Police Officers are subject to an 18-month probationary period.

Seniority and Starting Salary

- **Seniority:** Newly-hired Patrol Officers in the “Pre-Certified Officer Hiring Program” shall not be granted seniority benefits, but shall be simply treated as newly-hired employees for the purpose of seniority.
- **Annual Salary Schedule – as of May 1, 2021:** Those Patrol Officers who are hired specifically under the “Pre-Certified Officer Hiring Program” may be placed, initially, between Step 2 and Step 5 no higher than a “one-for-one” placement based on their qualified, full-years of law enforcement service at their immediately-previous law enforcement agency.

2.70%				2.70%			2.70%		
5/2021 - 4/2022				5/2022 - 4/2023			5/2023 - 4/2024		
	Hourly	Annual	%	Hourly	Annual	%	Hourly	Annual	%
Start	\$30.67	\$63,794		\$31.50	\$65,520		\$32.35	\$67,288	
1	\$32.37	\$67,330	5.5%	\$33.24	\$69,139	5.5%	\$34.14	\$71,011	5.5%
2	\$34.74	\$72,259	7.3%	\$35.68	\$74,214	7.3%	\$36.64	\$76,211	7.3%
3	\$37.12	\$77,210	6.9%	\$38.12	\$79,290	6.8%	\$39.15	\$81,432	6.9%
4	\$39.49	\$82,139	6.4%	\$40.56	\$84,365	6.4%	\$41.66	\$86,653	6.4%
5	\$41.86	\$87,069	6.0%	\$42.99	\$89,419	6.0%	\$44.15	\$91,832	6.0%
6	\$44.23	\$91,998	5.7%	\$45.42	\$94,474	5.7%	\$46.65	\$97,032	5.7%
7	\$46.33	\$96,366	4.7%	\$47.58	\$98,966	4.8%	\$48.86	\$101,629	4.7%
8	\$48.42	\$100,714	4.5%	\$49.73	\$103,438	4.5%	\$51.07	\$106,226	4.5%

Benefits Summary (as extracted from the FOP Collective Bargaining Agreement, not verbatim)

Bargaining Unit:

- Fraternal Order of Police (FOP): All full time Patrol Officers.

Paid Benefit Time:

- **Vacation:** The vacation benefit for a regular full-time hourly Patrol Officer shall be based upon the number of completed calendar years of service, and shall be earned as follows:

<u>Number of Completed Calendar Years of Service</u>	<u>Earned Vacation Leave</u>
1	80 Working hours
2 - 5	96 Working hours
6 – 9	120 Working hours
10 – 15	160 Working hours
16 – 20	200 Working hours
21 – 25	224 Working hours
26+	240 Working hours

- **Compensatory Time:** Patrol Officers may accrue up to 100 hours which may be carried over from year to year.
- **Holidays:** Patrol Officers are eligible for 59.5 hours of floating holidays per calendar year.
- **Sick Leave:** Sick time is earned at the rate of one day (8 hours) per month worked. Unused sick

time may accumulate to a maximum of 800 hours.

- **Funeral Leave:** Three days paid bereavement leave for family members (as outlined in FOP Collective Bargaining Agreement.)
- **Military Leave:** Granted in accordance with existing laws.

Insurance and Pension Benefits:

- **Health and Dental Insurance:** Medical PPO plan option which utilizes the UnitedHealthcare Choice Plus PPO network. Dental coverage is provided with an open dental plan with discounts available under UnitedHealthcare Dental. The City pays 80% of the monthly medical and dental insurance premiums. Premium discounts of 2% - 4% of actual cost, are available with participation and achievement of tasks within the City's Wellness program.
- **Life Insurance:** Group Basic Term Life coverage paid for by the City is provided to all full-time employees in the amount of \$25,000 per employee, \$5,000 per spouse and \$1,000 per child. An Accidental Death and Dismemberment (AD&D) benefit is provided for employees and available for purchase for qualified family members. An employee-paid optional benefit that offers extra protection to fit individual needs for additional coverage may also be purchased for spouse and eligible children. Policies are subject to medical underwriting.
- **Police Pension Fund:** Woodstock Patrol Officers are members of the Downstate Police Pension Fund. Employee pre-tax contribution is 9.91% of pensionable wages.
- **ICMA Post Retirement Health Plan:** Patrol Officers contribute 1% of their base salary on a pre-tax basis to this plan.

Supplemental / Optional Benefits:

- **Voluntary Vision Insurance:** Coverage is available and employee paid under two choices of vision plans as provided by VSP or UnitedHealthcare Vision.
- **Flexible Spending Account:** Flexible spending accounts are available for participants to use before-tax income to pay for eligible medical and/or dependent daycare expenses.
- **Deferred Compensation:** A 457 deferred compensation plan through Nationwide is available.
- **AFLAC or Allstate Supplemental Insurance:** AFLAC and Allstate offer additional voluntary supplemental benefit products to employees.

Additional Incentives:

- **Work Schedule** is based on a "Modified 4-2 schedule" with an 8.5-hour workday day allowing the officers off for two days after working four 8.5-hour work days.
- **Specialty Pay** will be given for eligible special duty assignments.
- **Uniform Allowances** of \$750 per year are issued to all Patrol Officers. In addition, all Detectives and Patrol Officers with plain clothes assignments will receive an additional \$250 per year.
- **Tuition Assistance Program:** Full-time employees are eligible to seek assistance from the City for continuing education costs. Tuition reimbursement for approved courses directly related to the employee's job will be reimbursed at 100% upon receiving a grade of "C" or better up to \$1,000 per calendar year for degree-related programs and \$500 per calendar year for job-related seminars or workshops not initiated by the City.

Woodstock at a Glance:

- Corporate limits encompass 13.07 square miles.
- Population in 2020: 26,530.
- Woodstock, county seat of McHenry County, one-hour northwest of Chicago on Union Pacific/Metra rail, is home to a strong and growing business community, a thriving and picturesque downtown, charming and historic neighborhoods, and an exceptional, well-trained workforce--factors that all coalesce to make Woodstock a truly livable city with something for

everyone.

- In September of 2021, Woodstock was awarded the winner of the Nationwide T-Mobile Hometown Techover contest, chosen over thousands of other applicants, to be provided \$3 million of enhancements to the community, our businesses and our residents.
- Woodstock has been recognized by several publications including Movoto.com ([Top Ten Most Exciting Places in Illinois](#)), OnlyinYourState.com ([Top Ten Most Beautiful, Charming Small Towns in Illinois](#)), and Niche.com ([Best Towns to Raise a Family in Illinois](#)). In addition, the City of Woodstock's dedication to historic preservation has also been recognized by the National Trust for Historic Preservation ([Dozen Distinctive Destinations](#), 2007) and as a [Preserve America Community](#) by the White House. Woodstock's downtown is routinely featured on ABC 7's weather segments and includes a [live camera](#) broadcasting from the roof of the Old Courthouse.
- Neighboring communities include Crystal Lake, Greenwood, Hartland, Franklinville, Wonder Lake, Marengo, Ridgefield, Lakewood, Bull Valley, McHenry and Huntley.
- Sworn Officers in 2021: 39

City of Woodstock Police Department Lateral Entry Police Officer Application for Employment

REQUIRED DOCUMENTS AND APPLICATION CHECKLIST	
<i>The following is a checklist for your use to ensure you fully complete the online application as required and attach all required certificates and other documentation.</i>	
Online Application for Employment	<input type="checkbox"/>
Resume (and optional cover letter)	<input type="checkbox"/>
Copy of certificate issued by the State of Illinois Law Enforcement Training and Standards Board verifying completion of the Law Enforcement Basic Training Course	<input type="checkbox"/>
Copy of Driver's License	<input type="checkbox"/>
Copy of DD214 for U.S. military veterans	<input type="checkbox"/>
Copy of High School Diploma or GED	<input type="checkbox"/>
Copy of College Degree and transcripts	<input type="checkbox"/>
Digitally signed online applicant statement	<input type="checkbox"/>

**Applicants submitting incorrect or insufficient proof or incomplete applications
will be automatically disqualified from employment consideration.**